

Definition: Under supervision, performs work necessary to the day-to-day operations, monitoring and maintenance of sewage treatment processes, equipment and facilities.

Distinguishing Features: This is a special operations operationally classification. Assigned work consists of a variety of tasks and processes associated with treatment plant processes, maintenance and general operations. The Operator in Training (OIT) classification serves as the entry-level classification where individual tasks associated with various plant processes are learned until all aspects of the work of the classification are mastered; is an entry-level position that requires direct supervision by the Senior Operator. The OIT learns during the first year of employment to perform the essential duties of an Operator I/II.

The responsibilities of the Operator I and Operator II are distinguished by the level of independent performance of essential duties, greater complexity of assigned work, additional experience, and requirement for higher California State Operator Certification.

Essential Duties:

- * **Treatment Operations:** Operates wastewater treatment plant machinery and equipment to start up processes; reads, records and interprets meters and gauges; adjusts controls to properly regulate flow and process of wastewater; mixes and adds chemicals; collects samples and performs laboratory tests of materials in process. Adjusts and monitors the operations of valves, pumps, motors, chlorinators disinfection equipment, filters, digester and clarifiers; starts up the belt press and shuts down dewatering system and other processes which are not in continuous operation and assures proper deactivation as appropriate.
- * **Laboratory Operations:** Performs standard laboratory tests of materials in process; takes grab and composite samples; performs other laboratory routines required to maintain accurate records of tests personally conducted and as needed to maintain order in laboratory facilities.
- * **Preventive Maintenance:** Oils, greases, cleans, and maintains treatment plant machinery and equipment; cleans adjusts and repacks valves and pumps; similarly services/tests outlying pumping station machinery and equipment. Inspects plant electrical, plumbing and mechanical equipment for needed repairs.
- * **Maintenance and Electrical Repair/ Construction Repair/Construction:** Disassembles electrical, plumbing and other mechanical or constructed plant systems and structures; makes repairs to existing equipment; fabricates parts when feasible; reassembles and tests repairs. Uses and operates tools and equipment associated with electrical system repairs, plumbing systems, sandblasting, welding, concrete and cement work, metal work, general construction and materials hauling. Assists in plant construction projects as appropriate.
- * **Custodial Maintenance:** Cleans tanks and containers, sweeps, sands and paints plant equipment and facilities, performs general grounds keeping and building custodial and maintenance work as needed to maintain orderly plant and facilities operations.
- * **Shift Operator:** Operator II provides on-call availability for any emergency work required of the plant during assigned periods. A certified Waste Water Treatment Plant Operator trains and instructs less

experienced personnel in treatment plant operations and maintenance work as appropriate. Position does require assignment to vary work schedules and shifts.

- * **Record Maintenance:** Keeps and maintains accurate records of plant operations and laboratory procedures, assists in other public works operations as assigned and performs other assigned duties necessary to the effective operations of the plant facility that are consistent with the responsibilities of the classification.

Other Duties:

Incumbent personnel are assigned alternate work schedules.

Special Requirements for all Three Levels: The ability to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb, lift 60 pounds, and drive a standard motor vehicle. Learn and see operation of plant equipment, ability to access remote areas of the Treatment Plant using ladders, walk ways, and stairs. Work weekends and holidays.

Operator in Training Minimum Qualifications:

Ability to learn how to:

- Operate wastewater treatment plant machinery and equipment.
- Read, record, and interpret meters and gauges.
- Use and maintain manual and automated electronic record-keeping systems used to record treatment plant and laboratory data and activities.
- Perform elementary wastewater mathematics.
- Properly adjust operational equipment and process controls.
- Perform standard wastewater laboratory tests.
- Perform preventive maintenance of treatment plant machinery and equipment.
- Perform minor repair of electrical and mechanical systems.
- Perform operation or maintenance work involving heavy physical labor.
- Train lesser-qualified or experienced personnel in treatment plant operations and preventive maintenance work as appropriate.

Education: Equivalent to completion of the twelfth (12th) grade.

Experience: None required.

License: Possession of a valid Class C California Operators License issued by the California State Department of Motor Vehicles. Employee is responsible to maintain required license to remain employed by the City of Millbrae.

Certification: Must possess or obtain upon employment an OIT Operator Certificate issued by the Office of Operator Certification, Division of Clean Water Programs of the State of California Water Resources Control Board. Must pass Grade I certification examination within 24 months of employment. In addition, must obtain Grade II Certification within two years of obtaining Grade I certification. Employee is responsible to obtain and

maintain required certification levels to remain employed by the City of Millbrae.

Operator I/II Minimum Qualifications:

Knowledge of: Design, operations and maintenance principles of valves, pumps, motors, plumbing and electrical systems; associated tools and equipment; safe work practices and use of safety equipment.

Ability to: Operate wastewater treatment plant machinery and equipment; read, record and interpret meters and gauges; make adjustments to controls; perform standard laboratory tests; perform usual preventive maintenance and servicing of treatment plant machinery and equipment; repair electrical and mechanical systems; perform maintenance work involving heavy physical labor; operate skillfully and safely a variety of hand and power tools and motorized equipment used in maintenance and construction activity; keep accurate records and prepare summary reports; understand and carry out oral and written instructions; train and instruct others in plant operations and maintenance processes; operate record keeping systems.

Education: Equivalent to completion of the twelfth (12th) grade. An AA degree with 15 units of basic or environmental science is highly desirable.

License: Possession of a valid Class C California Operators License issued by the California State Department of Motor Vehicles. Employee is responsible to maintain required license to remain employed by the City of Millbrae.

Additional Operator I Minimum Qualifications:

Experience: One -year of full-time work experience involving the operation of maintenance of pumps, valves and electric motors or related activities.

License: performing operation duties at any Publicly Owned Treatment Works (POTW) while in possession of an OIT certificate.

Certification: Must possess a Grade I Operator Certificate issued by the Office of Operator Certification, Division of Clean Water Programs, and State of California Water Resources Control Board. Must obtain Grade II Certification within two years of obtaining Grade I certification. Employee is responsible to obtain and maintain required certification to remain employed by the City of Millbrae.

Additional Operator II Minimum Qualifications:

Experience: Eighteen months experience performing operation duties at any POTW while in possession of a Grade I Operator Certificate.

Certification: Must possess a Grade II Operator Certificate issued by the office of Operator Certification, Division of Clean Water Programs, and State of California Water Resources Control Board. Employee is responsible to obtain and maintain required certification levels to remain employed by the City of Millbrae.

Minimum Requirements for Noncompetitive Advancement to Operator I:

A City of Millbrae OIT can advance to Operator I with successful completion of Operator I qualifications described above and meeting the requirements listed below. The Director of Public Works must recommend and Personnel Officer must approve appointment.

Ability: To perform essential duties of an Operator I. Knowledge of Millbrae operation and maintenance

procedures, laboratory techniques, etc., as demonstrated by completion of the OIT-training program checklist.

Experience: One year experience performing operation duties at the City of Millbrae (WPCP) Water Pollution Control Plant while in possession of an OIT Certificate.

Certification: Must possess a Grade I Operator Certificate issued by the Office of Operator Certification, Division of Clean Water Programs, and State of California Water Resources Control Board. Employee is responsible to obtain and maintain required certification to remain employed by the City of Millbrae.

Minimum Requirements for Noncompetitive Advancement to Operator II:

A City of Millbrae Operator I can advance to Operator II with successful completion of Operator II qualifications described above and meeting the requirements listed below. The Director of Public Works must recommend and Personnel Officer must approve appointment.

Ability: To perform essential duties of an Operator II. Knowledge of Millbrae operation and maintenance procedures, laboratory techniques, etc., as demonstrated by completion of Operator I training program checklist.

Experience: Two years experience performing operation duties at the City of Millbrae WPCP while in possession of an Operator in Training Certificate.

Certification: Must possess a Grade II Operator Certificate issued by the Office of Operator Certification, Division of Clean Water Programs, and State of California Water Resources Control Board. Employee is responsible to obtain and maintain required certification to remain employed by the City of Millbrae.